

DEPARTMENT OF THE ARMY
Headquarters, U.S. Army Cadet Command
Fort Monroe, Virginia 23651-5000

28 January 2000

Expires 15 December 2000

Reserve Officers' Training Corps
2000 ROTC ADVANCED CAMP: CADRE INFORMATION

Purpose. This circular provides information to cadre (ROTC, 2LT, USAR, IRR, and NG) assigned duties at the 2000 ROTC Advanced Camp.

Applicability. This circular applies to all active and reserve component personnel assigned duties at the 2000 ROTC Advanced Camp. Familiarize yourself with this document and with the 2000 ROTC Advanced Camp Cadet Information Circular 145-00-2. For convenience, the terms he, him, and his represent both male and female soldiers. Additionally, the term ROTC Cadre includes Active Component, AGR, MPRI Contractors and TPU Alternate Staff Study personnel.

Suggested Improvements. Send comments and suggested improvements on DA Form 2028, to Commander, Directorate of Training, U.S. Army Cadet Command, ATTN: ATCC-TT, Fort Monroe, Virginia 23651-5000

Distribution. For distribution to 2000 ROTC Advanced Camp cadre from the National Guard, USAR, and Cadet Command.

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1. CAMP CONCEPT.

a. The Cadet Command mission is to *commission* the future officer leadership of the U.S. Army and motivate young people to be better citizens. Within that framework the camp mission is to *TRAIN* cadets to Army standards, *DEVELOP* leadership, and *EVALUATE* officer leadership potential. Additionally, Advanced Camp provides a standardized training and evaluation framework for OCS Phase III.

b. Advanced Camp is the single most important event in the career of a cadet or officer candidate. It is often their first exposure to Army life on an active Army installation and one of the few opportunities where cadets and candidates from various parts of the country undergo a common, high-quality training experience.

c. Advanced Camp is intentionally stressful and is designed to build individual confidence through the accomplishment of tough and demanding training. The days are long with considerable night training and little time off. Squad and platoon level competitions develop collective cohesion (*esprit de corps*) and emphasize the necessity for teamwork.

d. The training at Advanced Camp utilizes small unit tactical training as the vehicle for evaluating officer potential.

e. Advanced Camp regiments begin training on specific dates as indicated in paragraph 2. Training is organized into separate committees in a tiered structure, allowing each regiment to follow the same progressive sequence of training, ensuring standardized training and evaluation of all cadets. Each training event builds on the previous training event, beginning with the individual skills and culminating with rigorous platoon-level training.

f. Evaluation is constant and begins shortly after arrival at Advanced Camp. The TAC officers and NCOs advise, coach, and, ultimately, render an official evaluation of each cadet's officer potential. This evaluation is a key part of the Accessions Process.

2. REGIMENTAL CYCLE DATES. The 2000 ROTC Advanced Camp will host eleven ROTC and one OCS cycle. Each cycle is organized as a regiment and incorporates the Regimental Affiliation Program (RAP). Under this program, each regiment is affiliated with an active Army regiment with a distinguished history and proud tradition of service to our country. Regimental affiliation pairings will be published at a later date. Cadets report NLT 1600 hours on the Report Date. Report and graduation dates are as follows:

<u>REGIMENT</u>	<u>REPORT</u>	<u>GRADUATION</u>
1	8 June	12 July
2	11 June	15 July
3	14 June	18 July
4	17 June	21 July
5	20 June	24 July
6	23 June	27 July
7	26 June	30 July
8	29 June	2 August
9	2 July	5 August
10	5 July	8 August
11	8 July	11 August
OCS	29 July	12 August

3. SUPPORT UNITS.

a. I Corps and Fort Lewis and multiple RC units from across the nation provide the bulk of camp support.

b. Each Advanced Camp regiment has a Fort Lewis host unit, which provides administrative, logistical, and equipment support.

4. TRAINING.

a. GENERAL. Advanced Camp is 35 days long and incorporates a wide range of subjects designed to develop and evaluate leadership ability. The challenges are rigorous and demanding, both mentally and physically, and will test intelligence, common sense, ingenuity, and stamina. These challenges provide a new perspective on an individual's ability to perform exacting tasks and to make difficult decisions in demanding situations.

b. PROGRAM OF INSTRUCTION. The training program includes:

INDIVIDUAL TRAINING

-Physical Training	11 HRS
-Confidence Training	9.0 HRS
-FLRC	7 HRS
-Water Safety	3 HRS
-BRM	19 HRS
-Land Navigation	28 HRS
-Machine Gun	4.5 HRS
-Fire Support	4.5 HRS
-Hand Grenade	5 HRS
-NBC	10 HRS
-Individual Tactical Training	7 HRS
-Branch Orientation	9 HRS

SUBTOTAL 117 HRS

COLLECTIVE TRAINING

-SQUAD STX	104 HRS
-PLATOON STX	105 HRS

SUBTOTAL 209 HRS

TOTAL 326 HRS

5. KEY PERSONNEL. The Advanced Camp Organization is shown at Appendix B. The key personnel for Advanced Camp 2000 are below:

Camp Commander - COL Daniel Challis, Cdr, 4th Region

Deputy Camp Commander - COL Raymond Rasmussen, Cdr, 1st Bde, 4th Region

Camp Chief of Staff - COL Sam Whitson, Cdr, 4th Bde, 2nd Region

Camp CSM - CSM Deonarine Heera, CSM, 4th Region

Commandant of Cadets & CSM - COL Gary Knapp, Cdr, 2nd Bde, 2nd Region; CSM Christopher Fulton, 3rd Bde, 4th Region

Chief, P&A Phase I - LTC Reid Grawe, Brigham Young University; **Phase II** - LTC Daniel Schwab, Oregon State University

Chief, Training - LTC Wesley G. Williams, Chief, Training Division, 4th Region

Chief, Logistics Phase I - LTC Martha Oliver, Alcorn State; **Phase II** - LTC John Harrison, Austin Peay State

Chief, Cadet Personnel Phase I - LTC Horace

Ragler, Jr., Univ. of Texas, El Paso; **Phase II** - LTC David Swindell, Univ. of Oklahoma

Inspector General - MAJ Les Cowan, Inspector General, 4th Region

Nurse - LTC Joan Vanderlaan, Chief Nurse, 4th Region

Chief, Protocol Phase I - LTC Jack Humphrey, James Madison University; **Phase II** - LTC Bridget McCullough

Chief, Public Affairs Phase I - LTC Gary Griggs, Washington Univ.-St. Louis ; **Phase II** - LTC Margie Griffith, Lehigh University

Chief, Evaluation Phase I - LTC Delane Esplin, Weber State University; **Phase II** - LTC Fulton Johnson, Southern University and A&M College

Chief, Information Management Phase I - LTC Charles Roller, John Hopkins University; **Phase II** LTC Maria Bezubic, Worcester Polytechnic Institute

Chief, Safety Phase I - LTC Michael Drumm, Univ. of N. Dakota; **Phase II** - LTC Phillip Barnette, UCLA

Chief, Educator Visit - LTC Gregory Hightower, 4th Region

6. REPORTING/IN-PROCESSING CAMP.

a. POV/GSA VEHICLE INFORMATION. Strip maps showing highway access to the Fort Lewis ROTC Advanced Camp area are at Appendix A. Fort Lewis is Exit 120 off Interstate 5. To get to Advanced Camp, take the North Fort Lewis exit. Gate guards will have cadre rosters; show the MP gate guard your military ID card and TDY orders identifying yourself as an ROTC Advanced Camp cadre. You will receive a vehicle pass during inprocessing. If you are not on the cadre roster, you may be directed to the main gate to get a vehicle pass. For this you will need your driver's license, vehicle registration, and proof of insurance (see paragraph 16).

b. AIRPORT INFORMATION. Commercial airline flights to the Fort Lewis area arrive at the Seattle-Tacoma (SEATAC) International Airport, located approximately 40

miles north of Fort Lewis. Transportation to Fort Lewis will be provided. Claim your baggage upon arrival, then check in at the ROTC Transportation Desk located adjacent to the baggage claim number 9 area. Signs are posted in the terminal to direct you. We will staff this transportation desk from 0800 to 2000, or as required, from 3 June through 12 July.

c. TRAIN/BUS INFORMATION. We recommend cadre not use these modes of transportation.

d. REPORTING/IN-PROCESSING.

(1) All personnel will report to Advanced Camp NET 0800 and NLT 1630 on the reporting date directed in your orders. Personnel reporting after 1630 hours will go directly to Fort Lewis Lodge on main post for billeting and return to their respective inprocessing site for inprocessing NET 0800 hours the following morning.

(a) All Cadet Command soldiers and National Guard STX Lane Support Soldiers. Report to P&A, Building 9D51, North Fort Lewis, for accountability, inprocessing, and billeting. You may report for inprocessing in civilian attire. Upon inprocessing, all camp cadre will be weighed and measured. Those not meeting height/weight and body fat standards will be put on the overweight program and counseled by the Camp Commander or designated region representative. Soldiers reporting with physical disabilities that may hinder their performance at Advanced Camp will be reassigned within Advanced Camp or sent home.

(b) USAR Cadre and Support Soldiers. Report to the Coordination and Support Headquarters (CSHQ), Building 9D23, North Fort Lewis. Request cadre report NLT 1800 hrs.

(c) 2LT Cadre. Report to 2LT inprocessing Building 9D40, North Fort Lewis. You may report for inprocessing in civilian attire. Upon inprocessing, all 2LTs will be weighed and measured. Those not meeting height/weight and body fat standards will be put on the overweight program and counseled by the Camp Commander or designated region representative. If you experience travel difficulties and expect to arrive on a later date

than the report date indicated on your orders, call 2LT inprocessing at (253) 967-9878 to request an extension on your report date.

(2) **DO NOT REPORT EARLY!** If you do, you will be billeted in transient billets on North Fort if available, or made to go off post at your own cost, regardless of rank. **Exception:** 1-day early arrivals authorized for personnel traveling from Guam, Hawaii, Puerto Rico, and American Samoa.

(3) FINANCE. LTs should not expect to receive first paycheck within the first 30 days. Bring additional funds to cover expenses for the first month.

7. BILLETING.

a. **Billeting Office, Training Division, (253) 967-7380/(FAX: 967- 5938) before camp. 967-1835 (FAX: 967-1824) during camp.**

b. Do not contact Fort Lewis Lodge for billeting desires. All Advanced Camp and OCS billeting has been coordinated in advance.

c. Concept. The primary consideration in assigning cadre billets is to support accomplishment of the camp mission. Billet area/location priority is to the Regiments, Committees, and Staff respectively, regardless of rank.

(1) Regimental Cadre are billeted together and as close to the cadets as possible.

(2) Committee Cadre are billeted with their respective committees and as close to their training sites as possible.

(3) Cadre serving on the Camp Staff are billeted in remaining available beds.

(4) The majority of camp cadre will be billeted in two person rooms. Most billets have common bathroom facilities. A small percentage of cadre rooms have private bathrooms.

(5) The number of Lewis Hall (Building 2492) Suites is extremely limited. Priorities for Lewis Hall are in order: Colonels, Lieutenant Colonel Committee Chiefs, Lieutenant Colonel Staff Chiefs who remain at camp full time (May-August), Sergeants Major who remain at

camp for full-time duty. Senior personnel waiting to be placed in a suite may have a roommate during the 1st and 2nd phase transitional period. Exceptions to the above Lewis Hall priorities must be approved in advance by the Camp Commander.

(6) Some suites are available on North Fort. Priorities for North Fort Suite (Bldg 1A32) are to RTOs and Regimental SGMs.

(7) In general, all Lieutenant Colonels and Majors living on North Fort have single rooms, all Sergeants Major have single rooms, all Majors and Sergeants Major living in Building 3163 (104 beds - all double rooms) room together. Senior personnel waiting to be placed in a suite may have a roommate during the 1st and 2nd phase transitional period.

d. BILLETING POLICIES.

(1) Do not try to get creative with your room assignments after you arrive. We compete with Fort Lewis Lodge for bed spaces on North Fort Lewis. We are not issued buildings and we have reserved individual beds. The billeting plan is not flexible. If a bed is not used, it is filled by PCSing soldiers or transient soldiers in training at the post (Annual Training, West Point CTLT, etc).

(2) The barracks-style North Fort Lewis rooms include: bed, linen, pillow, desk, chair, wall locker, towels, washcloth, curtains, lamp, and refrigerator. The buildings have a community latrine, washer, dryer, day room with TV, and ironing board with iron. Daily shuttle service is available but it is recommended bringing a bicycle. If it's not on this list and you need it, you need to bring it.

(3) Housekeeping. Notify Lewis Lodge at 967-2815/5051 of housekeeping concerns and problems. Contact the ROTC Billeting Office if problems persist. The housekeeping schedule is as follows:

(a) Daily: Dust, replace cups, washcloths, soap, empty trash, common area, change soiled linen (place by door). The Lead Housekeeper does a random check of all buildings.

(b) Beds are made on M/W/F.

(c) Linen is changed one time per week.

(d) Building is mopped two times per week.

(4) PETS. **Do not bring pets!** Pets are not allowed in billeting facilities. If you insist on bringing them, you must board them somewhere else at your expense.

e. IRR Chaplains & Other USAR Cadre. ROTC will manage billeting. USAR point of contact is the CSHQ OIC or NCOIC, located in Building 9D23, (253) 967-3306.

f. ISSUES. If there is a billeting issue, please notify the ROTC Billeting Office as soon as possible so it can be resolved.

g. GETTING YOUR ROOM.

(1) Early Arrivals. If you arrive earlier than the report date on your orders and facilities are available, you will be automatically billeted on North Fort Lewis in temporary billeting at your expense (\$10.00 per night). If you don't want to stay in North Fort Lewis temporary lodging or facilities are not available, you must arrange your own billeting at your own expense. Early arrivals will not be reimbursed for this lodging or for per diem.

(2) Late Arrivals. If you know you will arrive later than indicated on your orders, notify the ROTC Billeting Office, (253) 967-1835; DSN 357-1835 as soon as possible and the billeting officer will try to hold your room. Let the billeting officer know when you expect to arrive.

(3) Lewis Hall Residents. If you know you are staying in Lewis Hall and you know you are going to arrive after 1700, you must call billeting at (253) 967-3314 and let them know or they will give your room away for that night to someone else. They will require a credit card for confirmation. Room rates at Lewis Hall are \$35.00 per day.

(4) Fort Lewis Lodge Billeting Office is located on Main Post, Building 2110, one block past Waller Hall (the post-Welcome Center), (253) 967-2815/5051. As you enter post, there are signs to guide you to both, the Lodge and Welcome Center.

(5) Arrivals on or before 29 May pick up keys directly from Fort Lewis Lodge. Give

them your name and a copy of your orders; tell them you are with ROTC, and they will verify your name on the ROTC Roster and give you the correct room key.

(6) Arrivals on or after 30 May, **during** the duty day (0800-1630). Keys for assigned rooms are issued at Building 9D51, North Fort Lewis during inprocessing hours, 0800-1630, then turned back in to Billeting. If we hold them longer, we are charged for the room even if the person did not arrive.

(7) Arrivals on or after 30 May, and **after** duty hours. Pick up room key at Fort Lewis Lodge and give them a copy of your orders.

h. TRAVEL CAMP.

(1) Although discouraged, you may use facilities provided at the Fort Lewis Travel Camp. If you wish to bring a recreational vehicle or trailer, make your own reservation with the Fort Lewis Travel Camp, (253) 967-7788/5415. The 14-day stay limit is waived for ROTC cadre at the Travel Camp manager's discretion. The Travel Camp accepts telephonic reservations. Reservations are first come, first served.

(2) After obtaining confirmed reservations, notify the Camp Billeting Officer at 967-7380 or 1835. The Travel Camp costs \$11.00 per day or \$70.00 per week. Fees charged for the travel camp are not reimbursed.

i. FAMILY MEMBER BILLETING. We recommend that cadre members do not bring family members to camp. The long hours and mission preclude much time away from the camp area. Someone who brings family members to camp must make personal arrangements for accommodations. Transient housing facilities are allocated on a space available basis, but personnel in a PCS status use these heavily during the summer months. Call (253) 964-0211 for further information. You may not billet family members in BOQs or BEQs. You will receive family separation allowance Type II in accordance with DOD Military Pay Manual, paragraph 30312b, if your family members do not accompany you to camp.

j. OFF-POST RENTALS. Several agencies rent furnished apartments on a month-to-

month basis. A list of rentals is available at the post housing office. Headquarters, Fourth Region (ROTC), will not participate as an agent, liaison element, or assist in any other manner. Requests for information and arrangements are solely between the tenant and the agency/renter. There will be no reimbursement if you choose to reside off-post.

k. Notify the ROTC Billeting Office of your off-post arrangements, so a room is not reserved for you.

l. EXTENSIONS.

(1) If you have to extend beyond your planned departure date, notify the ROTC Billeting Office immediately to ensure your room reservation is extended.

(2) Educators' Visit Extensions. If you are living in a Lewis Hall room, scheduled to depart **before** the Educators' Visit, and want to stay over for the occasion, you will still depart Lewis Hall as scheduled. You will be relocated to the lower cost dwellings on North Fort. Notify the ROTC Billeting Office as early as possible to make your North Fort room reservation.

8. DEPARTURE FROM CAMP.

a. CAMP COMPLETION.

(1) The Camp Commander or his designated representative will release you from your assigned section upon completion of duties, or direct your reassignment within camp. You will be notified in advance if reassignment is projected.

(2) IRR soldiers will outprocess through the I Corps DPTMS. Those in an ADSW status will ensure an OER/NCOER is completed prior to departure.

(3) 2LT Outprocessing. Early departures are not authorized. Report to LT outprocessing, Building 9D40, North Fort Lewis up to 3 days prior to your departure to complete your TDY settlement and other paperwork. You must report back to LT outprocessing the day prior to departure and pick up your 201 and DA 31 (Leave Form). If you are "snowbirding" at your OBC and wish to request leave en route to your OBC, report to

LT outprocessing 7-14 days prior to departure to allow sufficient time to amend your orders.

(4) Active Component. Report to P&A, Building 9D51 (Bottom Flr) ,up to 3 days prior to scheduled departure to pick up your clearance form. Once form has been completed and signed by your RTO/Committee/Staff Section OIC, you will outprocess P&A and be released from camp.

b. INVOLUNTARY EXTENSIONS. Cadre are sometimes required to serve as members or witnesses on cadet evaluation boards, 15-6s and Reports of Survey, which may extend the TDY period by as much as a week. All requests for extensions and curtailments must be approved through P&A and Training Division and will allow the divisions time to process amendments and coordinate billeting issues.

9. APPEARANCE/EQUIPMENT.

a. UNIFORMS. The duty uniform is the Battle Dress Uniform (BDU) with subdued rank, branch insignia for officers, appropriate patches, and the name and U.S. Army tapes. While wearing BDUs, you may not enter off-post establishments where the basic means of revenue is the sale of alcoholic beverages. You may not consume alcoholic beverages in off-post establishments while wearing BDUs. Physical Training uniforms must be worn with fluorescent yellow safety belt. While wearing shorts & T-shirt, safety belt is worn around the waist. While wearing sweatpants and top, it is worn over right shoulder.

b. Equipment.

(1) REGIMENT AND COMMITTEE. All cadre assigned to a committee or a regiment MUST report to camp with the following TA-50 items. Committee Chiefs and Regimental RTOs can require additional items for their cadre.

<u>ITEM</u>	<u>QUANTITY</u>
Band Helmet Camo	1
Belt Ind Equipment	1
Blanket Wool	1
Canteen Water, 1 QT	2
Case Field First Aid	1
Case Small Arms	2
Cover Canteen, 1 QT	2
Cup, Water Canteen	1

Sleeping Bag	1
Suspenders Fld Pack, LBE	1
Sweatband Helmet	1
Frame, Field Pack	1
Field Pack Med	1
Helmet, Kevlar	1
Cover, Helmet Camo	1
Parka w/w	1
Trousers, w/w	1
Compass, Lensatic	1
APFU	1

Note: If your Battalion doesn't have Kevlar helmets to issue, sign for a Kevlar helmet from the F10 Supply Warehouse.

(2) CAMP STAFF. All cadre assigned to camp staff must report to camp with the following TA-50 items:

<u>ITEM</u>	<u>QUANTITY</u>
Band Helmet	1
Belt Ind Equipment	1
Canteen Water, 1 QT	2
Case Field First Aid	1
Case Small Arms	2
Cover Canteen, 1 QT	2
Cup, Water Canteen	1
Suspenders Fld Pack, LBE	1
Sweatband Helmet	1
Helmet, Kevlar	1
Cover, Helmet Camo	1
Parka w/w	1
Trousers, w/w	1
APFU	1

(3) The 2000 ROTC Advanced Camp will host an Educators' Visit 9-12 July. If you will be an escort for the Educators' Dinner, you must bring your Army Green uniform. The BDU is the duty uniform during all other Educators' Visit events.

(4) All cadre will bring to camp at least one set of the Army gray physical training (PT) uniform (T-shirt and trunks), sweatshirt and sweatpants. Spandex shorts may be worn under the PT shorts. On Fort Lewis, gray is the only color spandex shorts authorized for wear with the PT uniform. Additionally, while running on Fort Lewis, individuals are required to wear a reflective belt regardless of the time of day. Reflective belts will be provided to

active and reserve component cadre as required.

10. PHYSICAL CONDITIONING. Staff and cadre will be in good physical condition, able to meet weight standards and ready to participate in a physical fitness program while at camp.

11. DINING.

a. GENERAL. The commander and all leaders are responsible for affording personnel the opportunity to consume meals in government facilities.

b. PAYMENT. Dining facility charges are:

Breakfast	\$1.50
Lunch	\$3.00
Dinner	<u>\$3.00</u>
Total	\$7.50 per day

c. DINING FACILITIES. Personnel TDY to Advanced Camp may subsist in authorized dining facilities or have meals brought to the field training site by the support unit. In accordance with the Camp Commander's directive, there will be no missed meals payable at Advanced Camp. Committee Chiefs must ensure all their committee members have the opportunity to consume meals.

12. ADMINISTRATION.

a. MEDICAL AND DENTAL. Fort Lewis has complete medical and dental services available to cadre during camp. You may undergo routine dental examinations on a walk-in basis. Bring your dental records if you anticipate having dental care; however, do not bring your original pantographic x-ray. For routine dental exams, contact Dental Clinic #5 at (253) 967-4989. Because of the shortage of medical staff, annual physicals will not be available. HIV tests are required every two years; if your last test is 1998 or older, plan to have your HIV test done while you are at camp.

b. FLIGHT RECORDS. If you wish to review your flight records or you have questions regarding flight records, contact the Personnel Branch, Fourth Region, DSN 357-2181/2182 or commercial (253) 967-2181/2182. Flight physicals require two months advance coordination for appointment.

c. MAIL DELIVERY. The Camp Mail Room provides mail delivery to your assigned unit or section. Advise your correspondents of the complete address as follows:

SSG JOHN E. DOE
 ROTC Advanced Camp
 (Regiment or Staff Section)
 Box 339543
 Fort Lewis, Washington 98433-9543

Include your return address on all outgoing mail. Official envelopes cannot be used for personal mail.

d. OFFICIAL DIGITAL PHOTOGRAPH. We encourage you to have a current photograph taken while here. The photo lab is open Mon-Fri (except the last working day of the month) from 0730-1100 and 1230-1530. You do not need to make an appointment. **Bring** your Army green uniform with you and change at the photo lab. Pictures are ready for pick-up within 7 days.

e. MILITARY INSTITUTIONAL REPRESENTATIVE. Military Institutional Representatives (MIR) are ROTC cadre from each school and represent their cadets at Advanced Camp. The MIR does not have to be the senior person, and if a school does not have cadre at camp, they may designate an individual from another school or their region liaison team to represent their cadets. All MIRs will report to the respective Region LNOs (Building 11D6) during in-processing. MIRs will participate in the 9-12 July Educators' Visit.

f. CAMP YEARBOOK. You may purchase a camp yearbook, if desired. Place your order at the Camp Public Affairs Office in Building 11D25. Expected cost is **\$28.00, including postage.**

g. LEAST COST ROUTING CARD (LCR). An LCR card will be issued to cadre designated during the precamp conference. This card enables the holder to make official long distance phone calls on Fort Lewis using regular long distance phone lines by dialing an additional 10 digit code. Each individual assigned an LCR card must sign for his card from the Camp Logistics Officer in Building 10D2, North Fort Lewis. Each LCR cardholder is responsible for all phone calls made with his card and will be held accountable for any

unofficial calls made. Calls made to other than Cadet Command offices must be logged on a telephone control log. Cardholders must forward their telephone control log sheets on the 30th of each month to the Camp Logistics Office, Building 10D2, North Fort Lewis. The final telephone control log sheet will be turned in to Logistics with the LCR card during outprocessing.

h. Cadet Command cadre from other than Fourth Region will be attached to Fourth Region for UCMJ and award authority during the period specified in their travel orders. Sample travel order is at Appendix C.

13. PASSES. Regimental TAC officers, staff section heads, and training committee chiefs may authorize regular passes during the period of TDY without interruption of per diem payments.

14. PAY.

a. GENERAL. Financial records will remain at their current location and regular monthly payments under Joint Service Software (JSS) will continue.

b. ADVANCED CAMP CADRE PER DIEM ENTITLEMENTS. Government meals are directed; quarters are contracted. Per diem entitlement is \$10.00 per day (\$7.50 meals, \$2.50 incidentals).

c. POV TRAVEL ENTITLEMENTS. For cadre assigned within the continental United States, the Camp Commander will authorize travel to and from camp as "POV travel for the convenience of the individual."

(1) If driving your POV, mileage reimbursement will be \$.325 per mile plus per diem based on the number of miles traveled. However, the amount reimbursed cannot exceed the cost of a Government Transportation Request (GTR) plus transportation to and from the airport (estimated at \$50.00). When completing "Privately Owned Conveyance" indicates "Mileage reimbursement and per diem limited to constructive cost of common carrier transportation and related per diem."

(2) If travel time exceeds the authorized travel day, attach a DA Form 31 to your travel

claim requesting leave for the entire period (less one-day travel).

(3) IRR soldiers may receive advance payment through DPTMS. However, the new DFAS will alter existing policies on travel or casual payments to all soldiers. This may preclude the payment of advances via mail to Fort Lewis.

d. COMMERCIAL AIR TRAVEL ENTITLEMENT. If using commercial air, your entitlement is the cost of round trip airfare, the cost of an additional 100 lbs. of excess baggage, transportation expenses to and from the airport, and 3/4 of a day per diem each way. The per diem rate for Tacoma in a travel status is \$36.00.

e. TRAVEL PAY. All individuals must obtain a government credit card.

f. 2LT PAY.

(1) As part of inprocessing, 2LTs will complete all finance paperwork for accession into the pay system. Once 2LTs are identified as Camp Cadre, packets will be sent out for completion. 2LTs will hand-carry or express mail the completed packets to LT inprocessing. 2LTs must also hand-carry their 201 file and a copy of DA Form 71. These documents are required to initiate pay. The earliest 2LTs should expect to receive their first paycheck is 4 weeks after reporting to camp. Leave and earnings statements will be provided at camp for all active component 2LTs.

(2) 2LT POV ENTITLEMENTS. 2LTs are authorized to drive POVs with travel time in accordance with orders. Mileage reimbursement is \$.15 per mile plus a per diem of \$50.00 per day. 2LTs are paid at a different rate since you are in TDY en route status, not TDY and return. Travel vouchers will be completed during inprocessing. The settlement is direct deposited to your bank account approximately 2 weeks after reporting.

(3) ADVANCES FOR 2LTs. Advance pay may not be requested until you have been entered into the pay system. Therefore, it will take approximately 3 weeks after reporting to receive an Advance Pay. The Advance Pay will be direct deposited to your bank account.

15. MWR.

a. LAUNDRY. Commercial laundries, which provide fast service, are available at your own expense. Many BOQ/BEQs have washers and dryers installed. Additionally, laundromats are available both on post and in nearby communities.

b. POSTAL. Stamps are available in the ROTC PX and in the North Fort Mini-Mall. Complete postal services are available at the main Fort Lewis Post Office. We recommend you bring an initial supply of postage stamps.

c. RELIGIOUS SERVICES. Fort Lewis and Advanced Camp Chaplains will conduct services for various faiths each week in the camp and post chapels. The Camp Chaplain's Office will publish a church service schedule. Due to the training environment, chaplains will often conduct religious services in the field.

d. RECREATION. Fort Lewis has on-post theaters, bowling lanes, service clubs, a roller skating rink, libraries, craft shops, tennis courts, gymnasiums, and a 27-hole golf course. In addition to the Family Beach and the Shoreline Park Beach, there are fishing and boating facilities. These facilities are available to you upon presentation of proper identification and payment of fees, where applicable. If you plan to participate in athletics and recreation programs, bring personal equipment such as fishing gear, golf clubs, and tennis rackets. You must comply with all regulations concerning licenses and safety. Boat rentals require boat safety certification.

e. OFFICERS'/NCO CLUBS. The Main Club offers both casual and formal atmospheres. The Club permits the duty uniform or casual civilian clothes in the informal Cascade Dining Room and lounges. Dues range from \$10.00 to \$15.00 for cadre summer memberships if you are not a member of another officers' club. The American Lake Club offers excellent food and entertainment. The club is located on scenic American Lake on North Fort Lewis. Guest membership is granted on a courtesy basis without charge. To cash checks, you must have a copy of your orders, your military ID card, and patron's identification card.

16. PRIVATE VEHICLES.

a. GENERAL. P&A will issue temporary passes (registration) during inprocessing. These passes are valid for the duration of your TDY at Fort Lewis.

b. REGISTRATION. To register a vehicle, the following items are needed during inprocessing:

(1) Evidence of vehicle insurance with a minimum of \$10,000 for property and \$25,000/\$50,000 for public liability. If your vehicle is licensed in a state that requires "proof of insurance," you must have that documentation in your POV while operating it in Washington State.

(2) Valid state registration. If your last name is not the same as the legal or registered owner's, you must have a notarized statement from the owner of the vehicle giving you permission to drive the vehicle.

(3) Valid driver's license.

(4) Military Identification.

c. MOPEDS. The Washington State Motor Vehicle Laws prohibit the operation of MOPEDS on freeways within the state. A MOPED is any motor driven cycle under five horsepower with less than four wheels.

d. MOTORCYCLE SAFETY. The following requirements apply to soldiers while operating a motorcycle on or off the installation. You are subject to the same requirements during Advanced Camp. Driver and passenger must wear protective equipment. This includes approved helmet, eye protection (shatter-resistant glasses, goggles, or face shield), gloves, long legged pants, long sleeved shirt or jacket, leather boots or shoes, and high visibility reflectorized overgarments (reflective vest).

17. MILITARY VEHICLE LICENSES.

a. If you drive tactical (off-road) military vehicles or TMP special purpose vehicles (i.e., 4-wheel drive and 1 ton or above utility vehicle) on Fort Lewis, you must have a valid military driver's license with appropriate qualifications annotated in your possession.

Fort Lewis does accept military driver's licenses from other installations and every attempt should be made to obtain qualification at your support installation prior to arrival. Bring your DA Form 348, OF 346 (Military Driver's License) and civilian driver's license, and Defensive Driver Course Card to be validated by the Fort Lewis Motor Officer for dispatch of vehicles in this class. **When the correct operator's license and evidence of training are presented, the Fort Lewis TMP will overstamp current licenses for other installations.** NOTE: Appointments are needed for licensing and road tests. Contact the Fourth Region Fleet Manager at (253) 967-9607 for coordination or questions. **Further, there must be a hazardous materials (HAZMAT) training endorsement to a Government Vehicle Operator's Permit for anyone transporting HAZMAT that requires a vehicle to be placarded under the HAZMAT Regulation (49 CFR, para 172).**

b. Incidental Operator's Permit. All ROTC cadre participating in Advanced Camp should possess a valid state driver's license. The government is essentially a self-insurer, but should the GSA vehicle be damaged as a result of misconduct or negligence, the government may seek reimbursement through a Report of Survey (ROS).. Some private insurance companies carry a provision that covers the insured for damages to GSA or other government vehicles. This provision protects the insured when found liable for damages by ROS. Recommend individuals that will operate GSA vehicles during summer camp contact their insurance agent about this coverage.

c. Operation of administrative use vehicles under one ton requires only a valid state operator's permit.

d. TMP vehicles are dispatched weekly; redispaching is required. In addition to the TMP dispatch, an internal operator control log and operator maintenance records will be maintained by each staff section, committee, and regiment. These documents will be used to monitor operator usage and maintenance throughout camp. The internal operator control log will be collected at each weekly redispaching.

e. ROTC TMP is open from 0600-1800 hours daily. An ROTC transportation coordinator is assigned to TMP throughout

camp and is your POC for vehicle questions or problems. Additional vehicle information can be found in the Camp SOP.

18. SAFETY.

a. ACCIDENT PREVENTION.

Remember your responsibility to prevent accidents. Safety is a leadership responsibility and you are equally responsible for ensuring that training areas and equipment are used safely. Common sense, close supervision, and emphasis on safety will help reduce the chance of injuries. To enhance cadet safety and control, a regimental cadre member will ride with each cadet movement vehicle, i.e. 5 vehicles, 5 cadre members.

b. MEDICAL HAZARDS. Dehydration, insect bites/stings, allergies, reactions to poisonous plants, and heat exhaustion are just a few of the health problems you may encounter. If you have known medical problems, provide appropriate information to medical personnel.

c. APPLIANCES. Do not bring coffee makers, hot plates, or other similar heat-producing appliances for use in sleeping quarters. You may bring microwave ovens for the billets. Fans are essential if the weather gets hot; there is no air conditioning.

d. HEARING CONSERVATION. Earplugs are required whenever hazardous noise levels are known or suspected (i.e., firing ranges, areas where hazardous noise level signs are posted).

19. TOBACCO CONTROL PLAN. Army policies permit smoking in designated areas only. There will be no smoking or use of any tobacco product around cadets or on the committee sites during training. There is no smoking in buildings used as offices, workplaces, or in North Fort Billets.

20. SECURITY OF PERSONAL PROPERTY.

a. WEAPONS. DO NOT bring weapons or ammunition of any type to camp. No knives with blades over 3 inches in length are permitted.

b. PERSONAL PROPERTY. You are responsible for the security of your personal property. We strongly recommend that you do

not bring large amounts of money, jewelry, or any unnecessary high dollar value items.

21. CADET/CADRE AND CADET/CADET RELATIONSHIPS. It is the responsibility of each Advanced Camp cadre member to understand the components of sexual harassment, improper relationships, and fraternization between cadre members, between cadre and cadets or between cadets and other cadets, and to maintain the highest standards of honesty, impartiality and conduct to ensure the proper performance of our Advanced Camp mission. Inappropriate behaviors will not be tolerated and will be dealt with expeditiously and personally by the Camp Commander.

a. Cadre will address cadets as "Cadet" e.g., "Cadet Johnson, report to the orderly room."

b. Sexual Harassment.

(1) Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, when any of the following occurs:

(a) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.

(b) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.

(c) Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

(d) When a person in a supervisory or command position uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay, or job of another soldier, civilian, or cadet is engaging in sexual harassment..

(e) When a person makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

c. Improper Relationships Between Members of Different Ranks. The regulatory

restriction found in AR 600-20 prohibits relationships between members of different rank that involve or give the appearance of partiality, preferential treatment, or the improper use of rank or positions for personal gain which are prejudicial to good order, discipline, and morale. This is especially true of the superior-subordinate relationship which exists between cadets and cadre at Advanced Camp. Personal and romantic relationships between cadets and cadre are perceived by all as a cause for partiality and preferential treatment, are invariably the source of embarrassment to this Command, and are therefore, strictly prohibited. All cadre members will conduct themselves in a manner that cannot be misinterpreted by cadets or others.

d. Reporting Offenses. The Regimental TAC Staff will discuss the topics of sexual harassment and improper relationships with their cadet regiments. Committee Chiefs will discuss these topics with their cadre, direct support, and Reserve Component personnel. Individuals who have been subjected to sexual harassment or improper advances should be advised to report it to their Chain of Command, or if that is not possible, to take the matter to the Inspector General. **Cadre with knowledge of sexual activity between cadets in the barracks or field environment are obligated to report such activity to the Camp Chain of Command or to the Inspector General.**

22. RESPONSIBLE BEHAVIOR.

a. Cadre behavior will always be above reproach, on and off duty. Areas of particular concern are:

(1) Responsible consumption of alcohol.

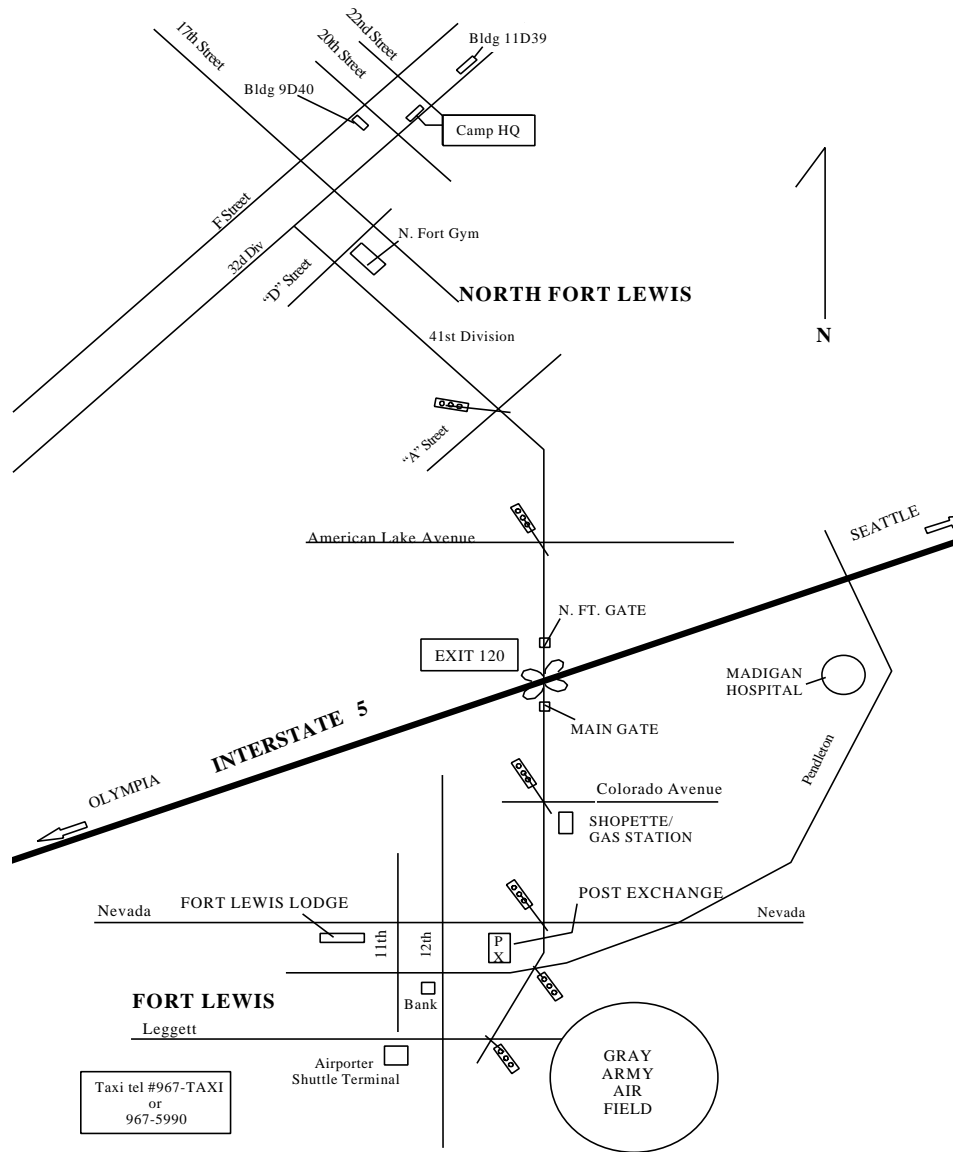
(2) Compliance with Washington State strick drunk driving laws - .08% legal limit.

(3) Avoidance of off limit facilities as designated by I Corp.

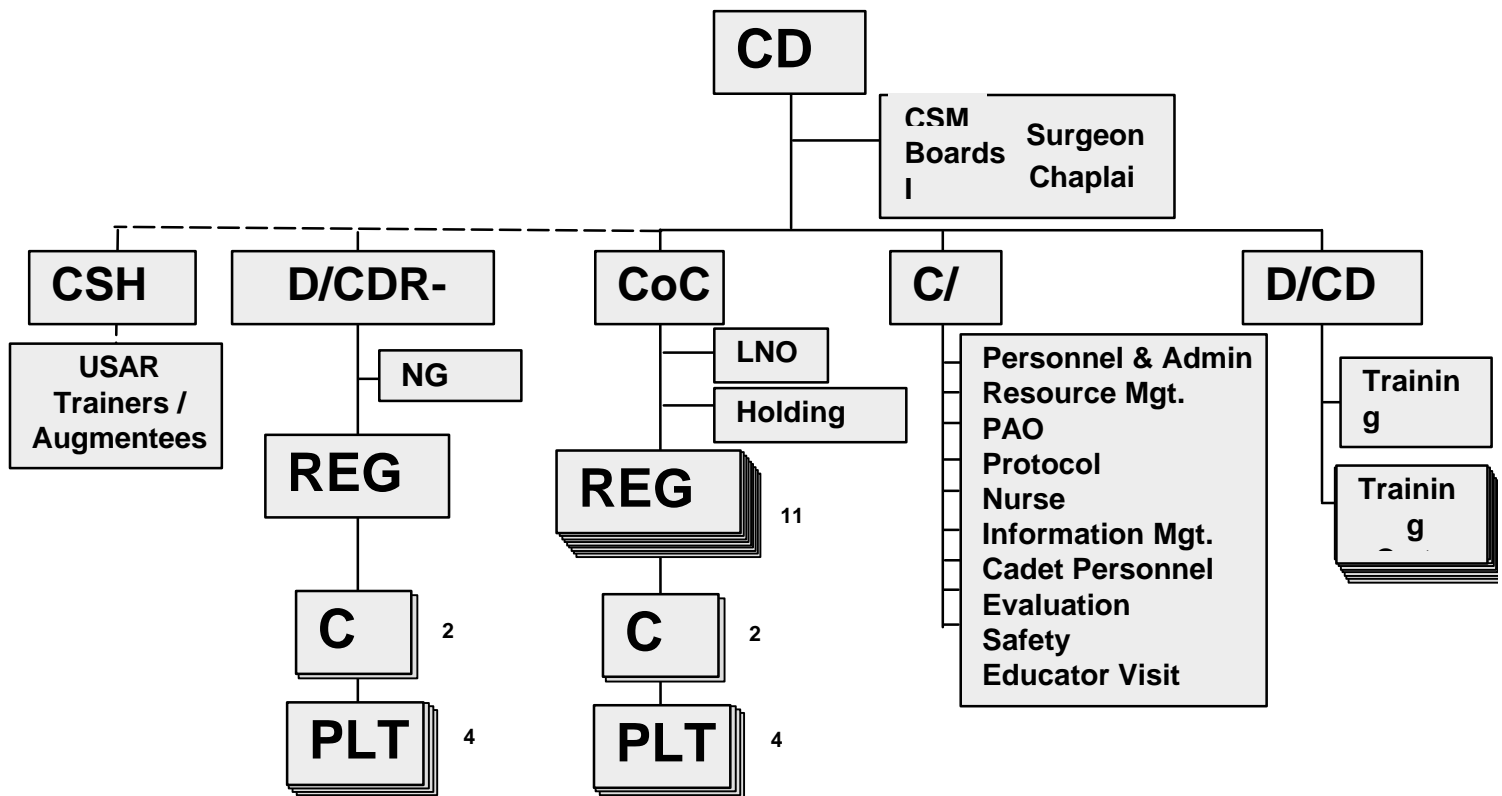
b. Compliance with restriction/limitations placed on the use of government owned or leased vehicles.

23. LOCATION/AVAILABILITY OF CAMP INSPECTOR GENERAL (IG). The Camp IG serves as an extension of the Camp Commander's eyes, ears, voice, and conscience. The IG provides service to all Advanced Camp cadre and cadets. The IG is available on a walk-in basis during the published hours or by appointment for assistance with complaints and redress of grievances without fear of reprisal. Procedures for IG visitations are established in the Advanced Camp SOP. The Camp IG is located in Bldg. 11D56, (253) 967-6824; DSN: 357-6824.

APPENDIX A – Map of North Fort & Fort Lewis



APPENDIX B – Organization Chart



APPENDIX C – Example Travel Order

«Appropriate Letter Head»

TDY ORDER

DATE

«LastName», «SSN», «Rank», «University»

You are to proceed on temporary duty as shown below and are to return to your permanent station upon completion of the duty. You will submit a travel voucher for this travel IAW (i) below.

TEMPORARY DUTY AT: Fort Lewis, Washington

PURPOSE: To attend the USA ROTC Cadet Command Advanced Camp 2000.

REPORT DATE: «report date»

*EARLY REPORT NOT AUTHORIZED

NUMBER OF DAYS: «days (tdy, pass, leave and travel inclusive)»

PROCEED DATE: «days (tdy, pass, leave and travel inclusive)»

DEPARTURE DATE: «date»

SECURITY CLEARANCE: N/A

MODE OF TRAVEL: POV or GTR

ACCOUNTING CLASSIFICATION:

*EXCEPTIONS: GUAM, HAWAII, PUERTO RICO, AMERICAN SAMOA

Additional Instructions: (a) Personnel will report to Building #9D51, NET 0800 and NLT 1630 hours on the date listed above. Weapons will not be transported incident to travel. (b) Duty Uniform for Camp: BDU's w/boots. (c) Travel will be at Government expense. Use of privately-owned conveyance is authorized for the convenience of the individual and will be limited to constructive cost of common carrier transportation plus transportation to and from the airport. Reimbursement will be at the current rate as prescribed in JFTR Volume 1, U4125-A, para 2. In and around mileage is not authorized. Individuals driving government vehicles in support of Advanced Camp are allowed travel days in conjunction with JFTR. If delayed en route, notify your chain of command. If you cannot contact your chain of command, call the P&A Division at 1-253-967-9890. (d) If travel is by common carrier, mode of transportation will be determined by the Transportation Officer who will issue a round trip GTR as required. Purchase of airline ticket thru private travel agency is not authorized. Excess baggage reimbursable up to \$100 is authorized. Paid receipt from the airline required for reimbursement. (e) Guidance concerning settlement of travel claims upon return from Camp and claims for Family Separation Allowance will be provided to each cadre member when inprocessing at Camp. (f) Billeting will be provided on contract basis at no cost to the individual. Government meals are available and directed. (g) Rental car not authorized. (h) Service member will be attached to the above command for administration of award and UCMJ actions. (i) Within five working days after completion of travel, request for reimbursement will be submitted on DD Form 1351-2 (Travel voucher or subvoucher) with 3 copies of settlement, orders and receipts to Defense Finance & Accounting Service-Rome, ATTN: DFAS-RO/FPT, 325 Brook Road, Rome, NY 13441-4527.

Format 400

FOR THE COMMANDER:

DISTRIBUTION:
INDIVIDUAL (5)GARY A. LEWIS
Chief, Program and BudgetWILLIAM I. FOX III
MAJ, FA
CHIEF, CAMPS BRANCH

28 January 2000

Cdt Cmd Cir 145-00-3

The proponent of this circular is the Directorate of Training. Users are invited to send comments and suggested improvements to the Commander, U.S. Army Cadet Command, ATTN: ATCC-TT, Fort Monroe, Virginia 23651-5000

STEWART W. WALLACE
Major General, U.S. Army
Commanding

OFFICIAL:

//S//

JOHN W. CORBETT
Colonel, GS
Chief of Staff

DISTRIBUTION:
A, B, C, D

5 - ATOD-PA
Camp Coordinators
84th Division (IT)
104th Division (IT)
WAARNG Military Academy
Commander, ARPERCEN, ATTN: DARP-MOT
DPTMS, Fort Lewis
